

HMIS Technology Equipment Re-use and Disposal Policy

It is the policy of _____ (Agency Name Here) _____ that all technology equipment with hard drives that are used in conjunction with HMIS will be handled according to the following guidelines:

Re-assigned Equipment

All technology equipment (including computers, printers, copiers and fax machines) used to access HMIS and which will no longer be used to access HMIS will have **their hard drives reformatted multiple times.**

Non-functional Equipment

All technology equipment (including computers, printers, copiers and fax machines) used to access HMIS and is now non-functional, must have their **hard drives pulled, destroyed and disposed of in a secure fashion.**

Leased Equipment

When leasing technology equipment, the lease agreement shall include provisions for either the leasing company or the agency to (1) reformat the hard drive multiple times, or (2) destroy the hard drive.

Authorized Agency Representative (Print)

Authorized Agency Representative Signature

Date Signed